



# LIST OF VACANT POSITIONS as of (MARCH 2024)

NAMRIA-RSP-Form03 Rev06

**Map your future with us!**

The NATIONAL MAPPING and RESOURCE INFORMATION AUTHORITY (NAMRIA) an attached government agency of the Department of Environment and Natural Resources (DENR) is mandated to act as the "Central Mapping and Resource Information Agency" of the government. Our vision is to be the center of excellence, building a geospatially-empowered Philippines.

## APPLICATION GENERAL GUIDELINES

1. All **qualified applicants** are invited to **email** at **hrmsrecruitment@namria.gov.ph** the **original scanned copies** of the following application documents (per position applied for)

a. **Application letter**, indicating the vacant position being applied for and its corresponding item number addressed to:

**Usec. PETER N. TIANGCO, PhD, CESO I**  
**Administrator, NAMRIA**

b. Properly accomplished **Personal Data Sheet** (CS Form 212 Revised 2017); NAMRIA employees are required to update their Electronic PDS (EPDS) account

c. **Work Experience Sheet** (CSC Form No. 212 Attachment - Work Experience Sheet) (csc.gov.ph)

d. Two (2) recent **Individual Performance Commitment and Review (IPCR)** Form or its equivalent (for government employees); and

e. Other **Application Documents**:

e.1) Certificates of Trainings Attended;

e.3) Authenticated Certificate of Eligibility issued by the CSC or CESB (as needed);

e.5) College Diploma and Transcript of Records (TROR);

e.6) Service Record (for government employees); and

e.2) Certificate/s of Previous Employment;

e.4) Valid Professional License issued by PRC/SC/MARINA/ authorized regulatory agencies (as needed);

e.7) Certificate of Award/ Recognition conferred by NAMRIA and other recognized and prestigious awarding bodies.

2. The **original and photocopy** of the scanned documents shall be presented for HR authentication **upon request of the HR Officer**.

2.a The photocopy of documents shall be placed in a **long brown envelope with the Application Checklist (See posting attachment)**

3. External applicants shall download and accomplish the **Applicant's Qualification form** (<http://www.namria.gov.ph/downloads/hr/applicantqualificationform.xlsx>) and email it, in excel format, along with the required documents.

4. The email subject or title shall follow this format: **APPLICATION FOR <POSITION TITLE>\_<ITEM NUMBER>\_<Division/Branch><Full Name of Applicant>** (e.g. APPLICATION FOR ADMINISTRATIVE OFFICER II\_NAMRIAB-ADOF2-17-2005\_AD/SSB Maria Natividad)

5. Only applications submitted on time and with **COMPLETE DOCUMENTARY REQUIREMENTS** shall be **considered**.

6. The Scanned documentary requirements submitted shall only be used for the position applied for. A maximum of three (3) positions can be applied by the applicants.

7. The submitted application documents (hard and electronic copies) shall be solely used for recruitment purposes and shall be **retained** for a period of **one (1) year**; afterwards, they shall be disposed of in accordance with applicable laws and office regulations.

**8. DEADLINE OF APPLICATION:** MAR 25 2024

For queries, applicants may contact HRMS at 88105458

*\*Pursuant to CSC MC No. 07, s. 2014, Person with Disabilities (PWDs) are encouraged to apply.*



**ATTY. JESSIE M. RACIMO**  
Chief, Administrative Division

*[Signature]*  
**Usec. PETER N. TIANGCO, PhD, CESO I**  
Administrator



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**List of Vacant Positions for the special project Support in the Land Classification Survey of the unclassified lands of the public domain under the Forestland Evaluation and Mapping as of MARCH 2024 (JOB ORDER)**

**RESOURCE DATA ANALYSIS BRANCH - (12) Vacant Position/s**

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
1	<b>Four (4) Geospatial Information System (GIS) Specialist I</b>	Not/Applicable		<b>Php 31,320.00</b>	Bachelor of Science degree relevant to the job (preferably Forestry, Computer Science, IT, Engineering, or other natural science related courses)	Six (6) months of relevant experience (with knowledge on mapping and GIS application software such as ArcGIS and QGIS)	Thirty-two (32) hours of relevant training in GIS	(Preferably) CS Professional / RA 1080	Land Classification Division (LCD)
	Additional Competency required	<b>1. Computer literate preferably MS Office (Excel, Word, and Powerpoint).</b>							
	Job Description:	<ol style="list-style-type: none"> <li>1. Conducts secondary data collection.</li> <li>2. Assists in the replotting/compilation of LC lines/corners in topographic maps.</li> <li>3. Assists in the conduct of field validation survey.</li> <li>4. Assists in the preparation of preliminary maps.</li> <li>5. Assists in map layouting of proposed LC maps.</li> <li>6. Assists in the preparation of field survey technical reports.</li> <li>7. Assists in the plotting of Housebills/Senate bills.</li> <li>8. Performs other related task as may be deemed necessary to carry out the above-mentioned activities.</li> </ol>							
2	<b>Four (4) Geospatial Information System (GIS) Specialist II</b>	Not/Applicable		<b>Php 36,619.00</b>	Bachelor of Science degree relevant to the job (preferably Forestry, Computer Science, IT, Engineering, or other natural science related courses)	One (1) year of relevant experience (with advanced knowledge on mapping and GIS application software such as ArcGIS and QGIS)	Forty (40) hours of relevant training in GIS	(Preferably) CS Professional / RA 1080	Land Classification Division (LCD)
	Additional Competency required	<b>1. Computer literate preferably MS Office (Excel, Word, and Powerpoint).</b>							
	Job Description:	<ol style="list-style-type: none"> <li>1. Conducts replotting/compilation of LC lines/corners in topographic maps.</li> <li>2. Assists in the conduct of field validation survey.</li> <li>3. Prepares preliminary maps.</li> <li>4. Prepares map layouts of proposed LC maps.</li> <li>5. Prepares field survey technical reports.</li> <li>6. Assists in the preparation of final maps.</li> <li>7. Drafts reply to client requests/inquiries.</li> <li>8. Consolidates and maintains accomplishment reports.</li> <li>9. Performs other related task as may be deemed necessary to carry out the above-mentioned activities.</li> </ol>							

3	<b>Four (4) Engineer II</b>	Not/Applicable	<b>Php 39,672.00</b>	Bachelor of Science in Geodetic or Civil Engineering	One (1) year of relevant experience (with advanced knowledge on surveying, mapping, and GIS application software such as ArcGIS and QGIS)	Forty (40) hours of relevant training on surveying, mapping, and GIS application	(Preferably) RA 1080	Land Classification Division (LCD)
	Additional Competency required	<b>1. Computer literate preferably MS Office (Excel, Word, and Powerpoint).</b>						
	Job Description:	<ol style="list-style-type: none"> <li>1. Conducts accuracy assessment of replotted LC lines/corners in topographic maps.</li> <li>2. Assists in the conduct of field validation survey.</li> <li>3. Conducts accuracy checking of preliminary maps.</li> <li>4. Assists in the quality checking of proposed LC maps.</li> <li>5. Consolidates field survey reports.</li> <li>6. Drafts reply to client requests/inquiries.</li> <li>7. Conducts plotting and accuracy checking of House/Senate bills.</li> <li>8. Performs other related task as may be deemed necessary to carry the out above-mentioned activities.</li> </ol>						
<b>***NOTHING FOLLOWS ***</b>								